



# CANYONS

## School District

### PURCHASE ORDER CHANGE ORDER OR DELETE FORM

SCHOOL/DEPARTMENT: \_\_\_\_\_ PURCHASE ORDER #: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_ VENDOR CONTACT/PHONE #: \_\_\_\_\_

REASON FOR DELETION OR CHANGE: \_\_\_\_\_

Fill in the below information and return to the Purchasing Department through district mail. A copy of the changed PO will be sent to Accounting by Purchasing. If additional room is needed, please attach additional change order form.

**SECTION A - ORIGINAL:** Describe original item(s) to be changed including original item #, quantity, price, etc.

<u>ITEM</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
-------------	------------	-------------------	-----------------------


PO TOTAL: \$ \_\_\_\_\_

**SECTION B - CHANGES:** Describe changes to item(s) above such as item #, quantity, price, etc. List items individually, including each item quantity change or price change (list correct prices, not price differences). Please list quantity and price for each item regardless whether that category is revised or not.

<u>ITEM</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
-------------	------------	-------------------	-----------------------


PO TOTAL: \$ \_\_\_\_\_

PRINT YOUR NAME: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR PURCHASING DEPARTMENT USE ONLY**

REVISER'S INITIALS: \_\_\_\_\_ DATE OF CHANGE/DELETION: \_\_\_\_\_

BUYER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_ RESEND TO VENDOR: Y N